

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DHR03711189  
POSITION NO: 208946  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 12/14/15  
CLOSING DATE: 12/28/15

DEPARTMENT NAME / WORKSITE: Administrative Service Officer  
Department of Navajo Veterans Affairs, Window Rock, AZ  
WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: AB64A  
WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: \_\_\_\_\_ \$ 40,414.40 PER ANNUM  
SEASONAL: ☐ DURATION : \_\_\_\_\_ \$ 19.43 PER HOUR  
TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Assist Department Manager II with the overall management process of the department, program or projects, this may include fiscal/property management, contract and grants administration, personnel management, budget administration, general accounting, new program initiatives, records management and the development of various reporting procedures and guidelines. Organize, implement and coordinate administrative activities; Collaborate and supervise program or project staff to achieve organizational goals and objectives. Develop and administer the programs annual budget; prepare and manage Budget Status and Expenditure reports; perform budget adjustments and transfers as needed; ensure each agency complies with funding requirements, provides accounting and expenditure control; develops and implements internal control mechanisms, procedures and guidelines to maintain fiscal accountability; work with J.D. Edwards Financial Management Information Systems; provide clarification and interpretation of Budget Instructions and Policies manual and other pertinent laws regarding fiscal matters; review and comply with Navajo Nation Procurement Laws. Assist Senior Planner in preparing grant proposals to acquire funds to support Navajo Veterans benefits and services. Communicates regularly on program and/or project activities through reports, presentation and meetings; provides technical assistance to agency field offices, other departments and tribal entities; interprets relevant policies, procedures and standards; Assist Senior Planner in research and analysis of legislation, projects, programs and/or funding requests; In absence of Department Manager II represent department with tribal officials, governmental representatives and the public.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field; AND two (2) years of administrative experience.

**Preferred Qualifications:**

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic business math; knowledge of bookkeeping practices and principles; Knowledge of public relations/customer service principles, practices and techniques; Skill in preparing and maintaining accurate records, reports, and files; Skill in understanding and following oral and written directions; Skill in utilizing computer databases to research, maintain, and update records and files; Skill in establishing cooperative work relationships with those contacted and the course of work; promote proactive character, productivity and effective communication.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**